



**COLLEGE OF LIBERAL ARTS (COLA)
REQUEST FOR SUBVENTION SUPPORT**

Use TAB to navigate through the form.

The College of Liberal Arts will make a limited amount of faculty development funds available for subvention funding this year. Faculty requests for subvention funding should be sent directly to the Dean and should note any other requests for funding from other sources. Funding decisions will be based primarily on the prestige of the venue of publication (e.g. a highly regarded university press would more likely garner funding than would a regional press, unless the topic is particularly relevant to a regional series; the same general criteria would apply to other modes of publication). The decision will be based on the merits of each application. For this year, subvention funding may be sought for expenses incurred or to be incurred, between January 1, 2025 and June 30, 2025.

The TOTAL minimum request for subvention financial support per fiscal year (July 1 through June 30) is \$250; TOTAL maximum request per fiscal year and per publication is \$2,000. Be sure to attach the required supporting documents from the vendor/publisher.

Name: _____ **Rank:** Choose one...
Email: _____ **Mail Code:** _____ **Ext:** _____
Dept/Unit: _____

SUBVENTION EXPENSE(S)	ACTUAL COST	Provide <u>in detail</u> the expense information below. ATTACH any supporting document(s) from vendor(s)/publisher(s).
1.	\$	
2.	\$	
3.	\$	
TOTAL Subvention Expense(s)	\$	[Sum of boxes 1 to 3]
Funding Requested from Other Sources	\$	[All sources, excluding Dean's support]
Funding Secured from Other Sources	\$	[All sources, excluding Dean's support]
Funding Requested from Dean	\$	[Must be a minimum of \$250; not to exceed \$2,000]

By signing below, I declare that to the best of my knowledge the information provided herein is complete and accurate.

Signature: _____
Applicant

Date: _____

Signature: _____
Supervisor (Department Chair/Program Director)

Date: _____

Signature: _____
Dean/Associate Dean

Date: _____